

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA
An Equal Opportunity Employer
Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 11-42

OPEN TO: Current employees of the Mission – All Agencies
POSITION: Purchasing Agent, FSN-810-7; FP-7
OPENING DATE: June 13, 2011
CLOSING DATE: June 27, 2011
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-7 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Purchasing Agent in the Procurement Section.

BASIC FUNCTION OF POSITION

To function as a Procurement Agent in the General Services Office (GSO) Procurement Section. The incumbent is responsible for procuring a variety of commodities and services for various Embassy accounts and associated agencies by contract or purchase order action, or by ordering from agency headquarters, General Services Administration (GSA) or from companies with which established contracts exist. The agent handles procurement requests through competitive selection of vendors, preparation of ordering documents, continual follow-up and inquiry actions, reconciliation of receiving reports with orders to initiate payments by the Financial Management Office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below:

Education: Completion of secondary school is required.

Experience: Two years of experience in purchasing and/or general clerical work, of which at least one year should be in the purchasing field is required.

Language Proficiency: Level III (Good working knowledge) Speaking/Reading English and French is required. Knowledge of one or more local languages is also required.

Knowledge: Must have a good working knowledge of procurement regulations and procedures. Must also have a good knowledge of local market practices and suppliers.

Skills and Abilities: Computer literate. Must have experience with MS Office package (Word, Excel and Access) and Internet capability. Level II typing (40 wpm) will be tested.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: June 27, 2011

Drafted: HR: FNSASU

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